

FROM:

Planning Staff, Jason Boal

TO:

Board of County Commissioners

RE:

Planning & Building Department Update

DATE:

February 17, 2015 **MEETING:** February 23, 2015

Long-Range Projects:

Land Use Code Revisions

- o Planning and Zoning Commission has completed a review of Articles 1 and 14. They have 2, 8, and 15 for review.
- o Code Studio will be in town from March 2nd- March 4th. They are planning on working with staff on the 3^{rd} , and with PZC on the evening of the 2^{nd} .
- o I am currently working on the "reports" for Article 14, Article 1 and Article 2. They should be ready for public distribution by the time we have this meeting.

Public Hearing Procedure Update: For your review I have included a draft update to the Teton County Public Hearings Procedure. The changes were made to help us come into compliance with Idaho State Code 67-6535 regarding "Reconsiderations", as well as clarifying general procedure and noticing requirements.

I would recommend scheduling the adoption of this amended policy on a future agenda.

Area of Impact Boundary Line Adjustment: SEE ATTACHED MEMO

PZC Seat Vacancy: SEE ATTACHED MEMO



TETON COUNTY ADMINISTRATIVE POLICIES

Public Hearing Procedures

Revision:

1

5

Date: 2/10/15 8/12/13 Original Issue Date:

Number of Pages: Approved: BOCC

The following procedures shall be followed with regard to all public hearings conducted by and before the Board of County Commissioners (BOCC) and the Planning and Zoning

Section 1. Public Notice

Commission (PZC):

- If a public hearing is required by law or ordinance, the planning commission and, when applicable, the Board of County Commissioners shall hold at least one public hearing in which interested persons shall have an opportunity to be heard. At least fifteen (15) days prior to the hearing, notice of the time and place and a summary of the proposal shall be published in the county's official newspaper. Notice of public hearing should only be published when an application is complete in a manner sufficient to address the requirements established by ordinance and application forms.
- b. In the case of annexations, conditional use permits, site-specific rezones, subdivisions, and variances, notice shall also be provided to property owners within the land being considered; those record owners of lands within three hundred feet (300') of the external boundaries of the land being considered; and, optionally, within any additional areas that may be substantially impacted by the proposal as determined by the Planning and Zoning Administrator. Contents of the mailed notice must contain the information required by law and when practical should include information guided by this policy such as requirements of testimony, default time limits (or issue-specific time limits, if known), timing for allowing written submissions, and other significant conditions or restrictions on testifying.
- c. When mailed notices would be required to be sent to two hundred (200) or more property owners, a notice of public hearing, at least 2" x 4" in size, may be published in the county's official newspaper at least 15 days prior to the hearing, and shall be considered adequate in lieu of otherwise required mailed notices.
- d. For site-specific matters, the subject property should be posted with signs describing the type of action to be considered, contact information for the Planning and Zoning Department, and the time, date and location of the hearing. Such signage shall be posted on the site as required by law.

Section 2. General Rules for Testimony in a Quasi-judicial or Annexation-related **Public Hearing:**

a. At the commencement of the public hearing, the BOCC and PZC members shall disclose whether they have viewed the property which is the subject of the public hearing. If so, they must disclose the approximate date of the site visit and the names and affiliation of everyone present during the visit.

- b. The BOCC an PZC members shall disclose whether they have had any ex parte communications, defined as communication outside of a properly noticed public meeting, about the application being considered with: (a) the applicant; (b) a member of the public; (c) a representative of the applicant; and/or (d) a member of the public. All ex parte communication must be disclosed by identifying the person and the person's employment or affiliation, and by providing a description of the communication.
- c. The Commission/Board, or the Chairman may establish a time limit to be observed by all speakers. This resolution provides the default time limits as follows: Applicant (to describe application and reasons that it meets requirements) not to exceed fifteen (15) minutes. Staff explanation not to exceed fifteen (15) minutes. Individual testimony pro, neutral and con three (3) minutes per person (up to fifteen (15) minutes for spokesman in cases where spokesmen are pre-authorized by the chairman). Rebuttal by the applicant (no new evidence only information from the record to rebut assertions by contrary testimony) as needed.
- d. No person shall be permitted to testify or speak before the hearing agency at a public hearing unless such person has signed his name and written his contact address on sign-up sheets to be provided by the county. This requirement shall not apply to staff or technical witnesses directed by the chairperson to give evidence or information to the hearing agency.
- e. The presiding officer, or the Commission/Board, is authorized to revise the default time frames and order of proceedings so long as due process rights are maintained. In the event of disagreement by governing board members with procedural rulings by the chairman, the governing board may suspend or amend any one or more of these rules by majority vote of members of the governing board then in attendance, provided that due process rights are preserved.
- f. Anyone who intends to appear as a representative of a group at a hearing where spokesmen will be allowed pursuant to directive by the Chairman should contact the Planning Department at least five (5) days prior to the hearing. Staff may then apprise the representative of procedures for the hearing and any special limits or allowances concerning testimony.
- g. No person shall be permitted to speak before the Commission/Board at a public hearing until such person is recognized by the chairperson.
- h. Testimony should directly address the subject at hand.
- i. Testimony should not be repetitious with other entries into the record.
- j. Testimony should not be personally derogatory.
- k. Testimony should comply with time restrictions established by the hearing agency.
- 1. If oral testimony fails to comply with the aforementioned standards, the chairperson may declare such testimony out of order and require it to cease.
- m. All public hearing proceedings shall be recorded electronically or stenographically and all persons speaking at such public hearings shall speak

before a microphone in such a manner as will assure that the recorded testimony or remarks will be complete.

Section 3. Order for Quasi-Judicial Public Hearing:

Quasi-judicial hearings involve site-specific decisions (such as considering a request to rezone specific property or consider a variance request) as opposed to legislative hearings which require decisions that have a broad application (such as a change in the text of a zoning or subdivision ordinance, which does not necessarily affect one specific parcel of land). Quasi-judicial Public hearings should follow the order of events set forth below:

- a. Brief introduction of the subject of the hearing by County staff.
- b. Presentation by applicant. (Decision makers should address their questions to the applicant at this time if possible.)
- c. County staff report. (Decision makers should address their initial questions to staff at this time if possible.)
- d. Open Public Hearing: Testimony from public in the following order: (Questions from the decision makers should be asked of the person testifying before they leave the podium whenever possible.)
 - 1.In favor of proposal
 - 2. Neutral respecting proposal
 - 3. Opposed to proposal
- e. Rebuttal testimony from applicant. Decision makers should ask any final questions. If new facts are elicited that have not been part of the record, the public must be given an opportunity to respond to the new facts perhaps by reopening opposing testimony.
- f. Close Public Hearing
- g. Discussion of hearing subject among governing board members. Questions may also be directed to County staff during this period. Any procedural rules requiring a motion prior to discussion are hereby suspended for purposes of such discussion. Decision makers may table the matter until later in the meeting if other public hearings are pending or to a later meeting for deliberations.
- h. The final decision should include a reasoned statement that explains the criteria and standards considered relevant, states the relevant contested facts relied upon, and explains the rationale for the decision based on the applicable provisions of the comprehensive plan for rezoning requests or upon relevant ordinance and statutory decision criteria for other requests, pertinent constitutional principles and factual information contained in the record. It is essential that all decision criteria be addressed in the final written decision, or finding of fact.
- i. After a final written decision is approved, a copy of the document shall be sent promptly by electronic mail, or by U.S. Mail if requested, to a permit or approval applicant. Applicants or affected property owners shall have no more than fifteen (15) days after a final decision is rendered to request reconsideration by the final decision-maker. Any such request must identify specific deficiencies in any final

decision. Failure to request reconsideration may invalidate a subsequent judicial appeal. After considering the identified deficiencies, the final decision shall be issued and distributed as above. If no decision is made within the sixty (60) day timeframe for reconsideration, notice of that fact shall be sent promptly by electronic mail, or by U.S. Mail if requested, to a permit or approval applicant.

Section 4. Standards for Written Testimony:

Written testimony and exhibits from the public to be admitted at a public hearing shall comply with the following standards:

- a. Written testimony and exhibits must be submitted at least seven (7) calendar days prior to the date of the pertinent public hearing. This provision may be varied through notice to potential hearing participants.
- b. Written testimony should include the signature and address of the submitter.
- c. Written testimony should address the issue at hand.
- d. Written testimony should not be personally derogatory.
- e. If written testimony or an exhibit fails to comply with the aforementioned standards, the chairperson or Commission/Board may declare such testimony inadmissible.

Section 5. Exhibits:

All exhibits, photographs, diagrams, maps, evidence and other material presented during the public hearing should be marked or otherwise identified and entered into the record. Exhibits from the Applicant must be submitted at least twenty (20) days prior to the hearing and shall be marked or identified prior to publication of any notice of public hearing. Original exhibits that are capable of duplication may be released to the presenting party if requested in writing, and if acceptable to the Planning Administrator and legal counsel. If original exhibits are released, photocopies or reproducible photos of the originals should be maintained in the record.

Section 6. Records Maintained:

Teton County should maintain records of all public meetings in the following manner:

- a. The Teton County Clerk has responsibility for records of meetings held before the Board of County Commissioners.
- b. The Planning and Zoning Department has responsibility for records of meetings held before the Planning and Zoning Commission.
- c. Records of meetings shall be in the following format:
 - 1. Transcribable verbatim recordings of the proceedings should be maintained in conformance with Idaho Code §67-6536 or its successor.
 - 2. Originals or accurate duplicates of written submittals to the hearing record and copies of applications should be maintained in conformance with policies adopted pursuant to Idaho Code §31-871 or its successor.
 - 3. Minutes which catalog the occurrences at the public hearing shall be maintained as required by applicable sections of the Idaho Code.

Section 7. Procedures for Legislative Public Hearings.

Public hearings on legislative matters brought pursuant to requirements established by the Local Land Use Planning Act should take place after notice has been provided as required by law. Prior to publishing notice of legislative public hearing a draft of the legislative proposal should be prepared and be available for public inspection no later than the day the notice of public hearing is published. Procedural limits on duration of testimony may be established by the chairman, subject to approval by the governing board. Legislative public hearings do not require final decisions in a manner comparable to those for quasi-judicial proceedings.

Section 8. Site Visits.

If the BOCC or PZC wish to conduct a site visit, a motion should be made during a public hearing to conduct a site visit on a date and time certain. In such a case, the site visit should be conducted in a manner similar to any other public meeting and an audio recording should be maintained of the site visit.



FROM: Planning Administrator, Jason Boal

TO: Teton County Board of County Commissioners

RE: Boundary Line Adjustment in the AOI

DATE: February 18, 2015 **MEETING:** February 23, 2015

On February 10, 2015, a preliminary application meeting was held with Luke Rudolph (Nelson Engineering), Joselin Matkins (representing applicant), Ashley Kohler (Driggs Planning Administrator), Kristin Rader (Teton County Planner), and myself to discuss a boundary adjustment application involving property located in the Driggs Area of City Impact and property located in Teton County, outside of the AOCI.

Application Information:

- The property located in the Driggs AOCI is parcel RP05N46E303850 owned by Dream Catcher Estates LLC (formerly The Willows subdivision), which is approximately 47 acres.
- The property located in Teton County is parcel RP05N46E301950 owned by B Triple J LLC, located at 636 Creek Bottom Trail, which is approximately 140 acres.
- The boundary adjustment is being requested because the existing septic drainfield for the B Triple J LLC property crosses the existing property line. This adjustment is proposing to adjust approximately 0.4-0.5 acres total so the drain field is completely within the B Triple J LLC property, but the existing acreage for each lot will remain the same.
- An adjacent property to the north east of the B Triple J LLC property requested a boundary adjustment several years ago with the County that was never completed. That adjustment may be included in this application. This would add approximately 20 acres located in the County to the adjustment. The parcel for this property is RP05N46E300050, it is owned by Targhee Hill Holdings LLC.

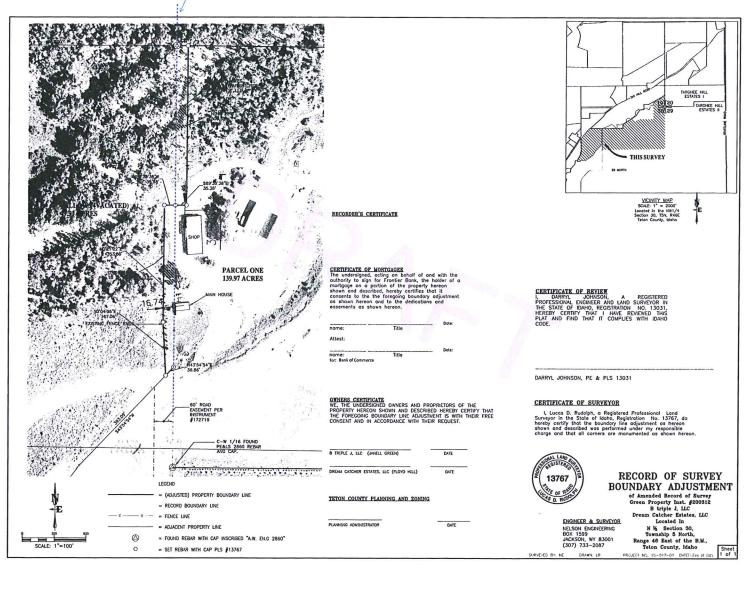
Teton County Title 7 Chapter 1, Driggs Area of City Impact Ordinance, states that "Any application which concerns land partially within and outside of the Driggs area of city impact shall require a written determination between the county and city as to which jurisdiction shall process the application, and which ordinances shall be applied as more restrictive and stringent." If the city processes the application, "it shall be processed in accordance with this section", and if the county processes the application, "it shall be processed in accordance with the county ordinances."

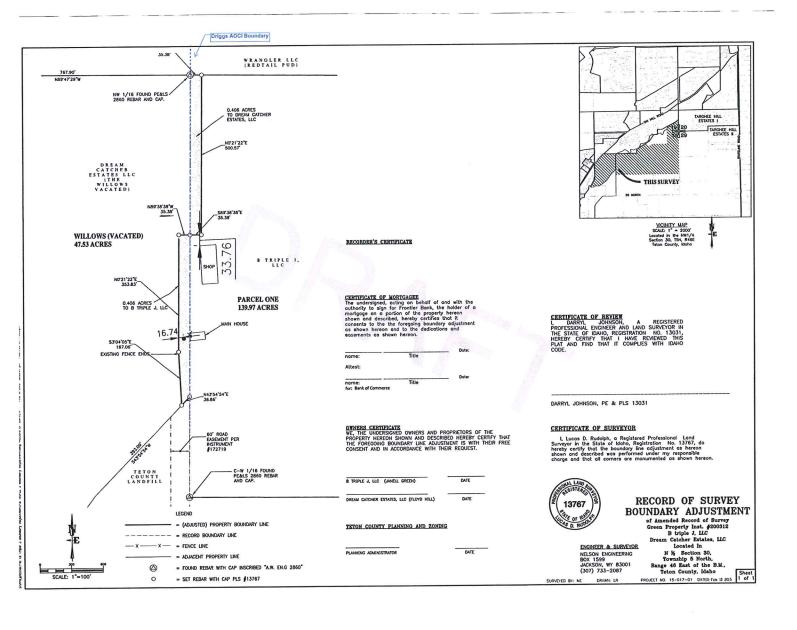
It is my recommendation that the application should be processed by the County. Regardless of the jurisdiction processing the application, it would be processed using the Teton County Subdivision Regulations, as that is what the AOCI Ordinance uses. Additionally, the majority of the property is located in the County, with less than 0.5 acres changing in the AOCI. After this boundary adjustment is completed, the B Triple J LLC property will have approximately 0.4 acres located in the Driggs AOCI. If a future boundary adjustment or land split were requested for this property, it would trigger this process again. Because of this, it is also my recommendation that if the B Triple J LLC property applies for a future boundary adjustment or land split that it be processed by the County.

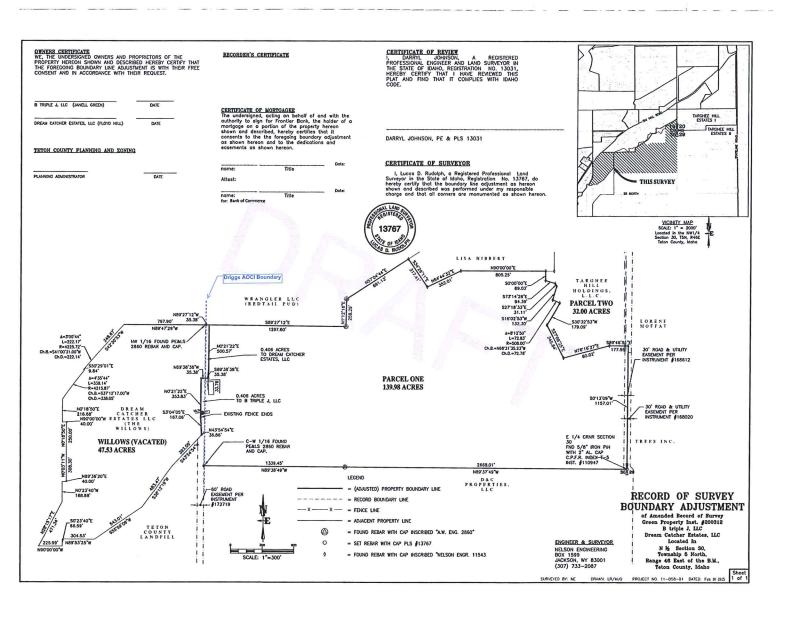
On February 17, Driggs City Council voted to allow the county to process this request and any future request this property may have in accordance with Teton County procedures.

Attachment: Preliminary Boundary Adjustment Survey by Nelson Engineering (3 pages)

Driggs AOCI Boundary









FROM:

Planning Staff, Jason Boal

TO:

Board of County Commissioners

RE:

Planning and Zoning Commission seat

DATE:

February 17, 2015

MEETING: February 23, 2015

One of the Planning and Zoning Commission seats that expires on 9/30/15 is open. The Planning and Zoning Commission reviewed the applicants as documented in Chairman Hensel's letter to the BOCC. Last time there were seats available staff made a recommendation to the BOCC about the needs staff perceived there to be on the PZC.

I took the time to contact each of the applicants (Ryan and Roy I did not contact again after their last application). I was thoroughly impressed with the quality of applicants and their desire to serve this community. As I have stated before I am impressed with the way the PZC has operated since I started at Teton County. They have productive, respectful, intelligent conversations regarding applications and the new development code.

The PZC is nearing the end of the Land Use Code revision process, which has been a long process. The PZC has been willing to add extra meetings and events. I do have concerns with bringing in new members to the PZC who have not been part of the Land Use Code process especially when the term is only for a few months. However, I can see how adding a new perspective would help the process. Also, with the experience and expertise of each of the applicants I have minimal concern with anyone of them specifically.

Each of the applicants has unique and I am sure beneficial opinions and ideas to add to the process of the new Land Use Code. From a professional stand point each one has relevant experience that would be helpful. Each one has been a member of the community for some time, some a really long time. Four of the five applicants worked in some capacity on the Comprehensive Plan (Ryan, Jack, Sarah and Michael). Rather than trying to distinguish the applicants from one another, I will address what I perceive to be the current needs of the PZC:

- Demographic Diversity- The PZC needs to have a broad understanding of the consequences of their recommendations and their decisions on all members of the public. If there is limited diversity on the PZC the chances of missing a perspective increases. Currently we have good representation from the agricultural community, builders, and transplants living in subdivisions. We do not have any representation from residents in Driggs, Victor or Tetonia. It is important to remember that the citizens in the towns also pay county taxes, vote in county elections and have an interest in county decisions.
- Analytical Perspective- I will be the first to admit that engineers and planners see the world in different ways. I always appreciate having a civil engineer who understands design, function and maintenance issues of the built environment (roads, buildings, etc.). Currently we do have several builders on the PZC, but no engineers that provide that unique analytical perspective only engineers provide.

In my opinion Sarah Johnston is the best fit for the PZC. She provides added diversity and will provide a unique analytical perspective. Sarah would also fit within the parameters PZC discussed in their conversation about filling the seat:

- 1) She would provide a new perspective
- 2) She is familiar with the county procedure (serving both on the Road Committee and on the Impact Fee Advisory Committee)
- 3) She has a good attendance record in serving on other boards
- 4) I have not processed an application that she is associated with, thus showing limited conflict of interest. (I have not processed an application where Michael Merigliano or Jack Haddox were associated with it either.)
- 5) The one piece of the conversation that she did not fit was that most of the PZC were not personally familiar with her. In my opinion this can be a benefit, if PZC really wants a fresh perspective.

Once again I do feel that all the applicants are well qualified and would be a benefit to the PZC, however it is my recommendation that Sarah has shown that is willing to serve the community and should be provided the opportunity to serve on the PZC. She fills specific needs which we currently have.

	Drictor	Driggs	Tetonia	Tetonia	Tetonia	Victor	Victor	Tetonia	Tetonia
2020	County	County	County	County	County	County	County	County	County
2019									
2018									
2017						ited Oct. 3/30/2017	ointed Oct. 3/30/2017		
2016			3 2	. 2013	Oct. 2013 3/2016	Ron Moeller Appointed Oct. 2014 Term Expires 9/30/2017	Chris Larson Re-Appointed Oct. 2014 Term Expires 9/30/2017		
2015	011		er 10/1/2012 es 9/30/2016	Bruce Arnold Oct. 2013 Term Expires 9/30/2016	David Breckenridge Oct. 2013 Term Expires 9/30/2016	Ron Moe 2014 Ter	Chris Lars 2014 Ter	Marlene Robson Oct.2013 Term Expires 9/30/2015	Pete Moyer Oct. 2013 Term Expires 9/30/2015
2014	Dave Hensel September 2011 Term Expires 9/30/2015	Shawn Hill September 2011 Removed 12/22/14 Term Expires 9/30/2015	Cleve Booker 10/1/2012 Term Expires 9/30/2016	Bruce Term E	David Bre Term I	Ryan Colyer Nov. 2010 Term Expires 9/30/2014	Jennifer Dustin Nov. 2010 Term Expires 9/30/2014 Resigned 7/11/12 Replaced by Chris Larson	Marlene Oct.: Term Expire	Pete Moyer Term Expire
2013				Term	Term				
2012	Dav	Shawn Rer Rer Term	Matt	l Jan.2010 Expires 9/30/2013	on Expires 9/30/2013	Ryan Colyer Term Expire	stin Nov. 201	ting Project	ting Project
2011	Term	Hill Term 2/31/2011	eigel Replaced by Matt Egans Egans Replaced by Chris Larson	Bruce Arnold Jan.2010 Expires 9/	nson Expires 9		Jennifer Du Resigne	New Position Added for Code Writing Project	New Position Added for Code Writing Project
2010	7.2008 2/31/2011	Shawn Hill Term Expires 12/31/2011	Cynthia Reigel Replaced by Matt Egans Egans Replaced by Chris Lar	Bruce Arno	Darryl Johnson Ex	Ryan Colyer	Alice Stevenson	on Added fc	on Added fo
2009	Dave Hensel Appt. Jan.2008 Expires 12/31/2011	Jeff Carter	Cynthia Reig Eg	Bruce Arnold Appt. Jan. 2008 Fill Term	Kent Wagener	Ryan	Sabra Steele	New Position	New Positi
2008	Dave Hens	Jeff C		Bruce Arr Jan. 2008	Kent W	Patricia Nickell	Sabra		
	Position 1	Position 2	Position 3	Position 4	Position 5	Position 6	Position 7	Position 8	Position 9

In 2013 BoCC reduced term limits from 4 years to 3 years

David Hensel dhensel@silverstar.com 208-709-7380 Chair Teton County PZC 2/11/15

Dear Commissioners,

Last night at our pzc meeting the commission looked at and discussed list of applicants for the open pzc position. The commission was unanimously impressed by the quality of all the candidates and their willingness to serve the citizens of Teton County.

The discussion of who would be the best addition to the pzc resolved around two main themes:

- 1. fresh perspective vs. recent experience with the pzc's immediate tasks helping the candidate get up to speed right away.
- 2. conflict of interest and missed meetings, there was some concern that individuals with technical backgrounds (recourse management, engineering) have to recues themselves when they are representing clients before the pzc, thus leaving the pzc short handed.

As the results of our vote shows we were unable to reach a consensus on the 1st issue, but we did agree that in a small community it is practically impossible to get qualified people without the risk of occasional conflicts arising.

The final vote for filling the vacant seat was:

4 votes for Mr. Moulton 2 votes for Mr. Haddox 2 votes for Mr. Coyler

The commission asks the BOCC to relay their thanks to all the candidates and our encouragement to keep their applications in the pool of potential commission members.

Sincerely, Dave Hensel Chair pzc